TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION: PART I
PROGRAM YEAR 47 (JULY 1, 2021 – JUNE 30, 2022)

ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS GUIDE

DEADLINE	12:00 PM, Friday, January 15, 2021
SUBMISSION DIRECTIONS	1. Open the "CDBG Program Year 47 Application: Part II" file 2. Click "Save As" 3. Rename file, "CDBG, PROJECT NAME, YOUR ORGANIZATION NAME, 2021-2022" 4. Save to your computer 5. Send the grant application and required attachments to: mjsullivan@town.arlington.ma.us. If you do not receive a confirmation within 1 business day of submission, please contact Mallory Sullivan.
SUBMISSION REQUIREMENTS	1. CDBG Grant Application 2. One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS *(if applicable)* 3. One (1) copy: Agency's most recent financial audit 4. One (1) copy; MA Certificate of Good Standing

A virtual information and application help session will be held on Thursday, December 17th from 5:00-6:00 p.m. Please register at this link: https://www.arlingtonma.gov/Home/Components/Calendar/Event/25865/17

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:
Mallory Sullivan, Community Development Block Grant Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
mjsullivan@town.arlington.ma.us

December 2, 2020

Dear Applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of the Department of Housing and Urban Development (HUD) and was created as part of Title I of the HCD Act of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons with a low-to-moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding provides opportunities to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Affordable Housing
- Economic Development
- Public Facilities, Infrastructure and Parks

- Public Services
- Planning and Administration

Year 47 2021-2022 CDBG Application Timeline	
December 2, 2020	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
December 17,2020 5:00-6:00pm	Information Session and Application Office Hours will be held virtually Register here: https://www.arlingtonma.gov/Home/Components/Calendar/Event/25864/17
January 15, 2021 12:00pm	Applications Due
January 2021	Select Board meeting and public hearing on CDBG application submissions. Applicants are invited to update the board on Program Year 46 activities and provide a preview of Program Year 47 application.
February 2021	CDBG Subcommittee will meet to discuss CDBG applications and make recommendations.
March 2021	Funding recommendations presented to Select Board for approval and vote to recommend Town Meeting endorsement.
April 2021	Funding recommendation to be voted on at Town Meeting.
Spring 2021	Applicants notified

Applications are currently being accepted for Program Year 47 (July 1, 2021 – June 30, 2022). Please utilize the following pages as a guide while completing Part II of this application. Thank you for your participation in making Arlington a better place for all to live, learn, work, and play.

Sincerely,

Mallory Sullivan
Community Development Block Grant Administrator

Please review these guidelines before completing the Program Year 47 Application Part II.

Funding Period: Program Year 47 Community Development Block Grant (CDBG) Funds are available and must be used between July 1, 2021 and June 30, 2022.

Questions: Questions concerning proposal requirements, corrections, modifications, or withdrawal can be directed to Mallory Sullivan, CDBG Administrator, Town of Arlington, at mjsullivan@town.arlington.ma.us or 781-316-3094.

Goals & Objectives: The CDBG program provides grants for activities whose principal beneficiaries are households that make a low- to moderate- income (at or below 80% of the area median income). The goals of the program are to provide decent, safe, and sanitary housing, a suitable living environment, and to expand economic opportunities. The table below outlines the Consolidated Plan Goals, Objectives, and Priority Needs. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs, given the limited amount of funding available through the CDBG program. *Proposed projects and programs must address at least one of the following priority needs, goals, and objectives:*

TOWN OF ARLINGTON CONSOLIDATED PLAN
PRIORITY NEEDS, GOALS, & OBJECTIVES

AFFORDABLE HOUSING
Goal: Improve the Condition of Existing Housing
Objective: Provide decent, affordable housing
Description: Improvements to existing housing conditions including the rehabilitation and preservation of owner- and renter-occupied housing to bring units to code standard or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.

ECONOMIC DEVELOPMENT
Goal: Increase Economic Development Opportunities
Objective: Create economic opportunities
Description: Enhance economic stability and prosperity by increasing economic opportunities for residents through job readiness and skill training, promotion of entrepreneurship (including among culturally diverse populations), and other strategies.

PARKS, PUBLIC FACILITIES, AND INFRASTRUCTURE
Goal: Enhance Parks, Public Facilities, and Infrastructure
Objective: Create suitable living environments
Description: Enhance publicly-owned facilities and infrastructure that improves the community and neighborhoods throughout the Town of Arlington. Improvements may include parks, streets, sidewalks, streetscapes, water/sewer/flood drainage, accessibility to meet American with Disabilities Act (ADA), improvement of neighborhood/recreational facilities, and other infrastructure and facilities.

PUBLIC SERVICES
Goal: Increase Access to Jobs, Education, Transportation, and Other Services
Objective: Create suitable living environments
Description: Increase access to jobs, education, health and wellness, recreation, and health and social services activities.

PLANNING AND ADMINISTRATION
Goal: Planning and Administration
Objectives: Create suitable living environments; Provide decent affordable housing; Create economic opportunities.
Description: Provide for the oversight of the grant and complete planning activities.

The guidelines on the proceeding pages correspond with *CDBG Program Year 47 Funding Application Part II*.
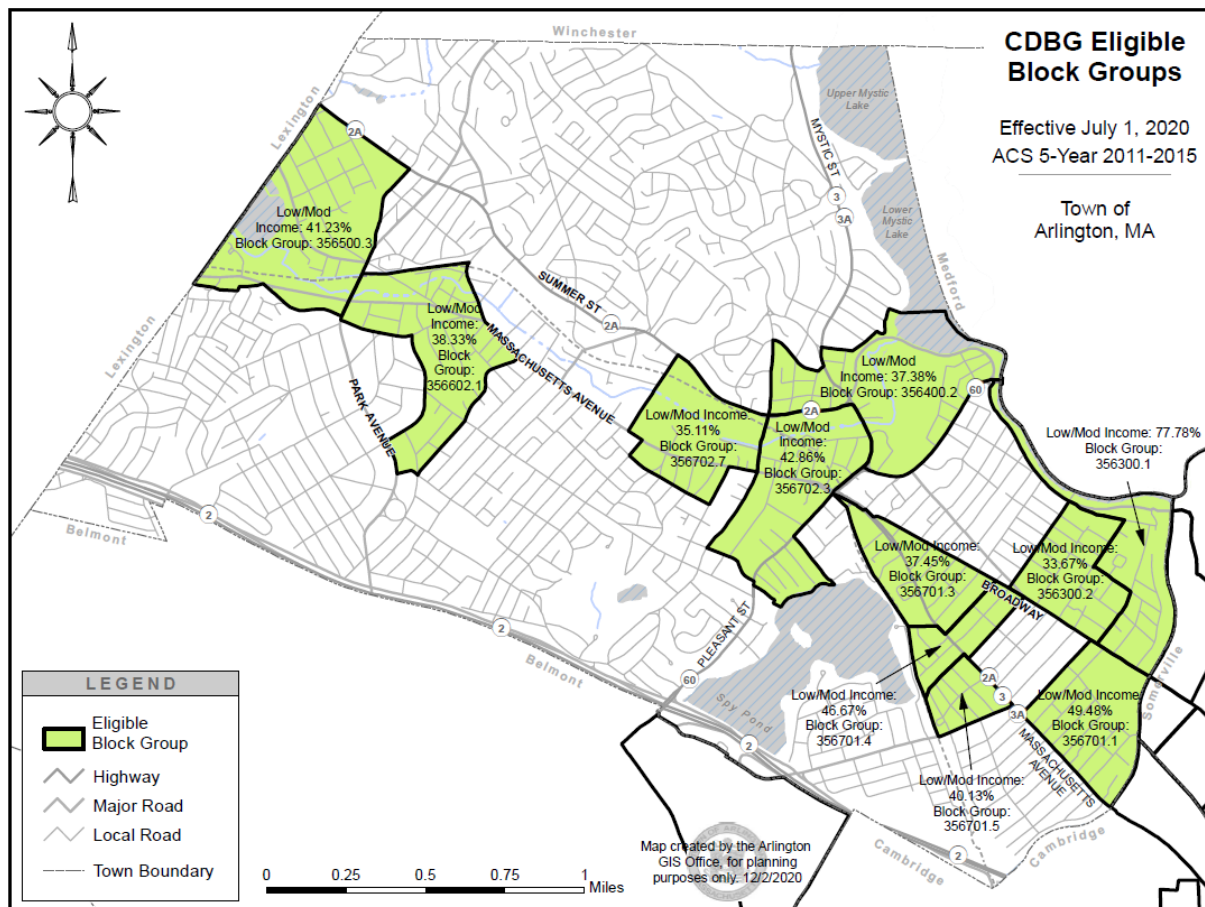
Agency & Project Summary Information

I. Contact Information

Please provide the contact and organizational information requested. Pay special attention to the following:

➢ A DUNS number is required for all entities receiving federal funds. For information on obtaining a DUNS number, please visit: http://www.dnb.com/get-a-duns-number.html. Completing this registration process is free, but may take approximately 10 days to complete.

➢ Registration in the System for Award Management (SAM.gov) keeps track of organizations that are and are not debarred from receiving federal funding. CDBG recipients are required to be registered in this system. If your organization is not yet registered, please do so immediately at www.SAM.gov.

➢ Funds are available to for-profit and non-profit corporations and organizations, including 501(c)3 organizations, For-profit organizations authorized under 570.201(o), Faith-based Organizations, Units of Government, and Institutions of Higher Education.

➢ Collaborations are encouraged. The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data, improve the ability to analyze the level of unmet needs, increase program capacity, and reduce the reporting burden of the grant programs. If the application is completed by a Collaborative, provide the contact information for the lead entity and list partners in the box provided.

II. Project Information & Eligibility

Please fill in the Project Name, Project Location, Anticipated Start and End Dates, and Amount of Request boxes. Eligibility refers to the project's alignment with HUD's National Objectives, of which the proposed project must meet ONE. Select the objective which the project best fits. If you are basing eligibility off of the "Low/Moderate Income Area Benefit" (LMA) objective, use the map below to determine the Census Tract and Block of the activity. To find the census tract(s) that is/are served by your project or activity, visit the Federal Financial Institutions Examination Council (FFIEC) at http://www.ffiec.gov/Geocode/default.aspx and type in the address.

CDBG Eligible Block Groups

Effective July 1, 2020
ACS 5-Year 2011-2015

Town of Arlington, MA

Low/Mod Income: 41.23% Block Group: 356500.3
Low/Mod Income: 38.33% Block Group: 356602.1
Low/Mod Income: 37.38% Block Group: 356400.2
Low/Mod Income: 77.78% Block Group: 356300.1
Low/Mod Income: 35.11% Block Group: 356702.7
Low/Mod Income: 42.86% Block Group: 356702.3
Low/Mod Income: 37.45% Block Group: 356701.3
Low/Mod Income: 33.67% Block Group: 356300.2
Low/Mod Income: 46.67% Block Group: 356701.4
Low/Mod Income: 49.48% Block Group: 356701.1
Low/Mod Income: 40.13% Block Group: 356701.5

LEGEND
- Eligible Block Group
- Highway
- Major Road
- Local Road
- Town Boundary

0   0.25   0.5   0.75   1 Miles

Map created by the Arlington GIS Office, for planning purposes only. 12/2/2020

III. Project Summary

In box 1, provide a brief project description.

In box 2, explain which Consolidated Plan Goals and Objectives the project addresses.

In box 3, explain whether the project serves the entire Town of Arlington or a distinct Census Track.

IV. Attachments

Check the boxes to confirm that the three required attachments have been included.

Check the boxes for the optional attachments that have been included.

Project Narrative

Complete Boxes 1 – 8 per the instructions provided.

Budget Description

Complete Budget Table A or Budget Table B, providing as much detail as is available.

Complete Table C if other funding is committed or pending for the project. This should correspond with the funding listed in Column B of Budget Table A or Budget Table B.

Performance and Outcome Measurement

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. All proposals must demonstrate how they would perform using this system, should they receive funding.

Please note the following definitions as you complete the Measuring Accomplishments Table. A sample table is completed on the next page for your reference.

➢ **Need Statement** – Describe the problem or need your project is designed to address. Provide data to document the needs to be met or the problem(s) to be addressed by the program.

➢ **Goals** – Proposed goals to reduce extent of problems or needs

➢ **Inputs** - Inputs are the resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

➢ **Activities** – What the program does with the input to fulfill its mission. Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc.).

➢ **Outputs** – The direct products of program activities. Outputs are the quantifiable products of the project or the direct products of program activities. (e.g. the number of clients who will be assisted, clients who will receive a referral and be helped, persons trained, children in the program, the number of architectural barriers removed, etc.) Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended outcomes.

➢ **Outcomes** – ST (Short Term) and LT (Long Term) benefits resulting from the program. Outcomes are the benefits to participants during or after participating in the program (program results). The outcome can be determined by answering: What will be the benefits for the client? And/or: Why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior (e.g. the number of families actually receiving free or subsidized child care as a result of a project to increase awareness of available programs; the number of additional persons with disabilities using a facility as a result of the removal of architectural barriers; the number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should include only the project outcomes supported by the requested program funds.) Subrecipients must also develop a plan for measuring outcomes. Identify plans to follow up/track projects and evaluate a project's impact on participants to ensure that the outcomes are met.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting. As a result, for Program Year 47, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on *outcome* accomplishments rather than *output* accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully after participating in the program, as opposed to the number of people who attend trainings or inquire about down payment assistance. In this example, if the subrecipient received a grant of $10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for $1,000 for each family that purchased a home. HUD and the Town of Arlington understand that this type of measurement will not align with some projects.

MEASURING ACCOMPLISHMENTS TABLE - EXAMPLE				
GOAL	**INPUTS**	**ACTIVITIES**	**OUTPUTS**	**OUTCOMES**
Proposed goals to reduce extent of problems or needs	**Resources to be dedicated or utilized to meet proposed goals**	**What the program does with the input to fulfill its mission**	**Direct products of program activities**	**ST (Short Term) LT (Long Term) Benefits that result from the program**
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from households that make a low- to moderate-income.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs

When providing outcomes and outputs on the attached application, please consider a number that reasonably aligns with the amount of federal funds requested.

Nationally Reportable Outputs - Example			
Businesses Assisted		**Persons Served**	20
Households Assisted		**Jobs Created**	

Performance Evaluation Plan

Explain your plan for evaluating the progress and results of your project. Refer directly to the goals, inputs, activities, outputs, and outcomes when detailing how evaluation will be conducted, with what frequency, and by whom. The applicant should also note what actions will be taken if outputs and outcomes are not achieved as planned. How frequently will evaluation be conducted? Please refer specifically to the goals and measures listed in the Measuring Accomplishments Table.

GRANT EVALUATION CRITERIA

The CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must meet at least one of HUD's National Objectives, and address at least one goal of the Town of Arlington Consolidated Plan, which can be found on the Town of Arlington's Planning and Community Development page at this link: https://www.arlingtonma.gov/cdbg.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington and demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
4. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	Proposed project yields neither a low cost-benefit ratio, nor a high cost-benefit ratio comparable to similar programs.	Proposed project yields a high cost-benefit ratio comparable to similar programs.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to no additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.